20124-01

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

RECORDS MANAGEMENT DIVISION NSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334 Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Georgia Ports Authority Application Date Application Number Finance Division, Credit Union Department 1/17/84 Post Office Box 2406 Application Number Savannah, Georgia 31402 Date Completed JAN 2 4 1984 112 **SEP 2 4 1984** 2. Parson to Contact **Working Title** Telephone Number Credit Union Assistant 912-964-3995 Dianne White 3. Action Requested ☐ Establish Retention Schedule; record will continue to accumulate. b.

Dispose of present accumulation; no further accumulation anticipated. __ Check One: 🖾 Change; 🗆 Supercede; 🗀 Void 3. Dates of Series 5. Records Series Title (followed by title used in office; if different) **Earliest** Latest To Date Credit Union Transaction File What is the function of the Division and the Office in which this record series is created? 5. Division and Office Function The Director of Finance is responsible for the accounts of the Authority and establishes and maintains accounting methods and procedures for the Authority. He approves all expenses for the Directors' meetings; is responsible for the auditing and accounting provisions of all contracts, leases and agreements of the Authority; provides protection of the assets with adequate internal control procedures and assures proper insurance coverages for the Authority's properties; coordinates the preparation of the annual budget with the various divisions. Under his supervision, monthly financial reports are published and related financial and cost data records are prepared and distributed. The Credit Union is a part of his responsibility. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Maintaining a record of transactions of individual members of G.P.A. Credit Union and activities between Credit Union and banks. included are: Monthly working files containing deposit slips, voided checks, support for miscellaneous deductions, support for miscellaneous journal entries, requests for withdrawals, credit union deduction change form, bank statements, reconciliations and cancelled checks. File is arranged: Chronologically How often are records referred to which are: 8. Monthly Reference Rate daily; Seven to twelve months old 16; Thirteen to twenty-four months old monthly; One to six months old _ twenty-five months and older_ Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _ ____; Other (specify) _

1919 State Records Committee (Signature) Date	YES NO	10. Questionnaire	(Place an "X	"an the preper col	սmn)		
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AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

Attornion: Galledolling C	,	· .		
FOR AGENCY USE	1. Agency Address	The second secon	FOR RECORDS	MANAGEMENT USE
Application Date	Georgia Ports Authority	•	Application Number	
10-13-78	Finance Division Post Office Box 2406		78-2	
Application Number 33	Savannah, Georgia 31402	· · · · · · · · · · · · · · · · · · ·	Date Received OCT 2 7 1978	NOV 2 8 1978
2. Person to Contact		Working Title		Telephone Number
John Rowland	Acco	ounting Manager	964	-1721, 264
b. Dispose of present acc. Amend Application No. A. Dates of Series Earliest Latest 1976 To Date 6. Division and Office Function The Director of Final and maintains account for the Directors' mall contracts, lease with adequate internal Authority's propertice.	Schedule; record will continue to accur commulation; no further accumulation; No. Check One: Continue to accur to Commulation; no further accumulation; No. Check One: Continue to accur to Check One: Continue to accumulation; The Check One: Continue to accumulation; Statements Title (followed by Credit Union Transaction Statements and Reconcil to Statements and Reconcil	anticipated. Change; Superce title used in office; if do not the second of the second of the second of the auditing arthority; provides assures proper in eparation of the	ifferent) / Working Files which this record ser Authority and ity. He approve ad accounting particles protection of asurance covera annual budget	ries is created? establishes ves all expenses provisions of the assets ages for the with the
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Annual Rate of Accumulation Letter-size drawers	on of Records ; Legal-size drawers1			

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,			St	te Records Committee <i>(Sig</i> i	/ nature)	Date			
Recommendations in para-			1		· · · · · · · · · · · · · · · · · · ·				
graph 12 are approved.	State Audi	tor/Designee	1 /	not hall	t described and an analysis of the second se	11-22-78			
(If disapproved, attach letter of explanation.)	Secretary	Kate/Designee	0	and o Ida	کل	11-17-78			
				avace, ca		11-11-10			
·	A++==== C-	neral/Designee	//	Mollie		11-17-18			